

- Provide a written Management Report to the Board of Directors prior to each meeting which include the following:
 - Financial Reports
 - Delinquency Reports
 - Board Meeting Minutes
 - Manager's Report
 - Association activities
 - Contract specifications under consideration
 - Physical property inspection/maintenance report
 - Copies of correspondence
 - Architectural Control Applications Status Report
 - Miscellaneous items of business
- Address written communication between Board, committees and homeowners
- Draw specifications, obtain proposals and assist in analysis for contract services as outlined by the Board of Directors
- Respond to and inspect for compliance of Covenant violations as directed by the Board of Directors
- Act as liaison between homeowners, contractors, builders, developers, real estate agents and the Board of Directors to insure a smooth running association
- Contract negotiation
- Establish working relationship with area contractors, developers and builders